

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-335

OPENING DATE: 4 November 2005

CLOSING DATE: 5 December 2005

ANTICIPATED FILL DATE: 22 Jan 05

POSITION TITLE AND NUMBER

Human Resources Assistant (Exc Indef)
70417E000, MD#: 1723-001R

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-HRO- AGR
NCARNG, Raleigh, North Carolina

GRADE AND SALARY(Includes Loc Pay of 11.72%)

GS-0201-05 \$27,569.00 - \$35,844.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the Statewide. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and any person that is eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 6 months specialized experience for GS-05, which demonstrates that the applicant has acquired the below listed KSA's.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

GS-05

1. Ability to work closely with others who may be involved in the problems to be resolved.
2. Skill in communicating orally and in writing.
3. Ability to interpret regulations, policies, and concepts pertaining to employee relations.
4. Knowledge of various federal employee benefits.

CONDITIONS OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment below.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG is mandatory. (Enl: 42A/F/L, 71L, 75B/F/H)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: The incumbent serves as a full assistant to the Human Resources Officer. Advises the State Adjutant General, staff elements, and operating officials on matters pertaining to manpower and human resources management with continuing responsibility for all aspects of technician management to include both dual and non-dual status personnel. Assists in development and administration of state rules and procedures that are adapted from policies prescribed by the National Guard Bureau, the Office of Personnel Management (OPM), Department of the Army, and

Department of the Air Force. Establishes and maintains liaison with OPM, U.S. Department of Labor, Federal Labor Relations Authority, and other human resources offices. Responsible for the human resources management of all employees dispersed throughout a state encompassing a large geographical area, engaged in a variety of jobs under the Federal Wage and General Schedule pay systems as well as military and state pay schedules. Provides technical guidance and procedural assistance to managers, supervisors, and employees in executing a variety of employee benefits programs, which may include workers' compensation, retirement, health and life benefits, Thrift Savings Program (TSP), etc. Develops and carries out specific projects to accomplish the technical support mission of the Human Resources Office. Advises supervisors and employees on regulatory requirements of the programs and develops instructions. Reviews and interprets policies, directives, and other issuances by the Office of Personnel Management (OPM), National Guard (NGB), Department of Labor (DOL), and outside control agencies for applicability to activities serviced. Takes appropriate action to comply with such directives and guidance or refers the matters to the proper functional staff for action. Coordinates publication of local policies and regulations. Serves as a technical expert in matters regarding employees' claims for Workers Compensation. Serves as the Injury Compensation Program Administrator and primary point of contact for the Federal Employee's Compensation Act (FECA) program for facilities at numerous statewide locations. Investigates facts and develops cases relative to on-the-job injuries, illnesses, processes non-routine and routine claims, which require identifying and substantiating information; and compiles pertinent information for use in filing, as well as controvert claims. Coordinates case details between employees, supervisors, medical personnel, and claims offices. Reviews claims and medical documents. Reviews CA-1, CA-2, and other program forms submitted by/for employees concerning occupational injury, illness or disease for accuracy and completeness. Solicits required information from employee and supervisor, as necessary, to complete documents. Obtains facts to reconcile any noted conflicts or discrepancies in description of injury or accident site. Assesses and analyzes situations to ensure minimum compensation costs are expended and light duty policies are implemented. When appropriate, coordinates with management and other HRO Specialists to ensure light duty is afforded the employee. Works through appropriate channels with the DOL, Civilian Personnel Management Service (CPMS) Injury and Unemployment Compensation Division, and supervisors to determine that payment of legitimate claims is made, fraud is reported, and questionable claims are reviewed. Researches and presents any questionable cases to DOL for further action. Provides information and assistance to claimants and supervisors concerning processing procedures. Tracks claim status and follow-up requirements, monitors, and coordinates eligibility for continuation of pay for eligible claimants. Provides counseling to employees and supervisors on matters relating to workers' compensation, such as determination on job reassignments, light duty, options regarding leave for time off the job, and potential compensation. Obtains facts to reconcile apparent conflicts regarding payment of benefits, medical bills, etc. Researches, writes, and composes draft local instructions, directives, and reporting requirements for the FECA Program. Manages and monitors Office of Worker's Compensation (OWCP) cost for the state, and develops programs and processes to help reduce OWCP costs by coordinating with employees, DOL, medical professionals, and supervisors to return employees to work as soon as medically possible. Provides background information or answers congressional inquiries related to injured employees claims. Makes initial contact with all compensation recipients and subsequent contacts as necessary. Works with rehabilitation counselors and field nurses on return to duty under the Nurse Intervention Program. Utilizes the Injury Compensation/ Unemployment Compensation (IC/UC) computer system to make inquiries and monitor claim status. Analyzes claims to determine appropriateness of payment. Responsible for processing and maintaining the various IC claims forms and providing additional information as required in the completion/ submission of such forms. May initiate appeals of unwarranted claims and attends the IC appeals hearings. Maintains automated data system and produces required reports. Prepares program publicity and local instructions implementing specific portions of the Worker's Compensation program. Develops, modifies, and conducts FECA and Workers Compensation training to supervisors, managers, and conducts briefing for technicians. Assists in administering the retirement programs for technicians desiring to retire under any of the retirement systems. Processes retirement actions, which are moderately complex, non-controversial, and/or recurring cases related to both the Federal Employees Retirement System and the Civil Services Retirement System. Provides counseling to management, employees, retirees, and family members on the complex retirement insurance benefits, entitlements/options. Interprets, applies, and explains to employees retirement and insurance laws, regulations, and policies. Interprets regulations and provides advice to employees concerning reinstatement of insurance, conversion of life insurance, and features of the programs and options associated with retirement. Researches employment records for applicability to federal career, e.g., adjustment in service computation dates. Analyzes information to establish the length and type of creditable service, and prepares annuity computations for employees. Researches regulations and records and advises employees on the buy back of creditable time for retirement. Determines the amount of retirement contributions, refunds of contributions, payments, and repayments needed for service credit to include military deposits, and whether all special requirements and conditions applicable to the type of case have been met; and whether the requirements for payment of a survivor annuity or lump sum are satisfied. Assists employees in the preparation of retirement applications and related documents. Provides technical guidance and assistance to management and employees on benefit programs such as Federal Employee Health Benefits, Federal Employees Group Life Insurance, Thrift Savings Program, Long Term Care Program, Mass Transportation Program, etc. Reviews, interprets, and distributes informative material on new, changed, and pending

policy changes for employees that impact on existing benefit program entitlements. Provides counseling to management, employees, and beneficiaries regarding program coverage, options, variances in coverage, and advantages and disadvantages of benefits. Conducts new employee orientations covering numerous aspects of the technician program. Advises individuals taking AGR tours of their restoration rights during out-processing. Serves as authority within the HRO for TSP. Counsels and advises employees throughout their employment concerning participation in the plan. Advises employees on all facets of TSP, such as loan provisions, calculation of benefits and contributions, investment options and the pros and cons of each fund, withdrawal of contributions, transfer of fund contributions to qualified pension plans. Assists with the development of technical guidance and in the implementation of benefit program changes. Conducts open seasons for TSP, health benefits, and life insurance in the appropriate timeframe. Composes letters or summaries relating to a variety of employee benefit matters. Recommend changes to operating policies and procedures. Develops, modifies, and conducts presentation of basic and/or refresher training in employee benefit procedures such as workers' compensation, retirement, TSP, etc. May serve in the absence of the higher graded specialist. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. A PCS will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. Applicants will be advised in writing at the interview. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. . 5. This position will be filled indefinite. The selected individual may be terminated upon receipt of a 30-day notice. 6. If this position becomes permanently funded the incumbent may be converted to permanent status without competition.

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974